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Jackie McClaskey, Secretary

Governor Sam Brownback

**Kansas Department of Agriculture
Policy Statement Regarding
Documentation under the Kansas Pesticide Law**

Scope: This policy applies to any documentation required under the Kansas pesticide law or rules and regulations adopted thereunder.

Any person or business required to create or maintain a record or diagram under the Kansas pesticide law or rules and regulations adopted thereunder may create and maintain such record or diagram in an electronic format if the following are met:

1. Any such record or diagram created or maintained in an electronic format must be able to be reproduced in a readable paper copy.
2. A paper copy of any electronically maintained document shall be made available to the secretary or secretary's designee upon request.
3. A digital file of any electronically maintained document shall be made available to the secretary or secretary's designee upon request.

Documentation format may be paper, electronic, or some combination of the two. Additionally, documentation created in paper format may be converted to and maintained in electronic format, provided the above conditions are met.

For pesticide application statements of services:

1. All documents comprising the statement of services shall be presented to the customer in paper format, unless the customer agrees to receive all or part of the statement of service in electronic format.
2. The signature may consist of the legible printed name of the individual who performed or supervised the performance of the pest control service or the application of pesticides.
3. The statement of services shall be presented to the customer within 30 days of the pest control service and, if the services are not a prepaid agreement, prior to the due date for payment of the services.
4. Upon the customer's request, the statement of services shall be presented to the customer no later than close of business on the business day following the request.
5. Upon request, a duplicate of the statement of services provided to the customer shall be made available to the secretary or the secretary's designee within two business days.

This policy is effective October 1, 2014.


Jackie McClaskey
Secretary